KAYLEE BARINEAU

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EXPERIENCE

OCTOBER 2019 – JANURARY 2020

RETAIL SALES ASSOCIATE, THE PLANTERS EXCHANGE

- **Excellent customer service skills**
- **Front desk responsibilities**
- **Daily cash reconciliation**
- **Opening and closing duties**
- **Maintain tidy workspace**

Retail sales associate for a quaint storefront business located in historic Havana. My main priority is to meet and greet every customer with a warm smile and kind words. My daily work includes assisting customers with all needs, processing all payment transactions, end of day reconciliation, and keeping entire store clean.

JANURARY 2020 – JANURARY 2021

RETAIL SALES ASSOCIATE, TRACTOR SUPPLY CO

- **Excellent customer service skills**
- **Front desk responsibilities**
- **Daily cash reconciliation**
- **Opening and closing duties**
- **Maintain tidy workspace**

While working at Tractor Supply I did very diverse things such as cashier, stocking merchandise, doing loadouts, processing online orders, and I was also a part of the freight team. I was responsible for making sure all customers were satisfied at all times and hopes they would return again.

JANURARY 2021- CURRENT

RECEPTIONIST, ALBRITTON ELECTRICAL SERVICE

- **Excellent customer service skills**
- **Front desk responsibilities**
- **Opening and closing duties**
- **Maintain tidy workspace**

My responsibilities include answering telephone calls and transferring customers to meet their appropriate needs, filing invoices, estimates, and receipts, also assisting customers with paying their invoices and making sure our customers are satisfied with our work.

EDUCATION

MAY 2020

HIGH SCHOOL DIPLOMA, GODBY HIGH SCHOOL

2020 graduate from Amos P. Godby High School. Able to maintain high GPA along with honors courses and part time job.

SKILLS

- Certification in Word Excel, and PowerPoint
- Customer Service
- Work at a fast pace
- Filing
- Detail orientated
- Quick Learner

ACTIVITIES

My activities include spending time with my family and friends. My focus now is establishing a career where I can grow from and succeed at. I look forward to learning new skills.